

23 September 1968

LtCol Lawrence J. Smith, USAF Commander
Department of the Air Force
Headquarters, 3428 Technical Training Squadron (ATC)
Offutt Air Force Base, Nebraska 68113

Dear Colonel Smith:

I was very sorry to have been called away from Omaha.
As you can see I forgot to turn in the enclosed badge and key.

Even though I only spent a short time with you, I appreciate
the efforts of you and your staff. I enjoyed the course and am
recommending it to several more around here including members
of my group.

Please convey my thanks and words of praise to your staff,
all of whom impressed me with their sincerity and dedication to
their jobs.

Sincerely,

25X1A

SIGNED



Enclosure: Badge and key.

MSO:gs

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS, 3428 TECHNICAL TRAINING SQUADRON (ATC)
OFFUTT AIR FORCE BASE, NEBRASKA 68113

25X1A

30 August 1968

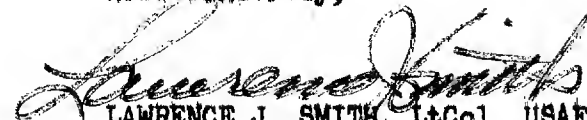
On behalf of the faculty and support personnel of this school, I take pleasure in welcoming you to what Mr. Tidwell referred to as the "Old Man's Course". We have put together a few hours of training time and materials which we hope will provide you with an appreciation of certain practical skills and processes in which you have expressed an interest.

Reservations have been made for you at the Offutt Inn (on base adjacent to the Officers' Club) beginning Sunday, Sept 15. Because your visit coincides with the visit of several other VIP groups from the Strategic Air Command, who will also be quartered at the Offutt Inn, it will not be possible to assign an individual room for your use while here. A block of eight rooms has been reserved and you may wish to indicate to the reception desk upon your arrival any personal preference you have for a room mate. If you care to forward such information to me in advance of your arrival, I will be happy to pass it along to the Inn management. A special bus will be assigned to convey committee members from the Inn to school in the morning and return them to their quarters at the end of the day. The bus will be prepared to depart from in front of the Offutt Inn at 7:30 hrs on Monday morning 16 Sept. If you have your orders written to allow for more private transportation such as rent-a-car or the GSA vehicles, we will be happy to assist with those details when you arrive.

To assist those who may not be familiar with the area, we have enclosed the customary literature provided for new arrivals. In the interests of security our organization promotes anonymity, so don't be surprised if in casual conversation with our SAC colleagues here at Offutt you find them to be unaware that our school exists. In this respect I have taken the liberty to advise the Base Commander in a classified letter of your visit and that it should receive the minimum of attention. SAC protocol has been informed also of who will be here and has been requested to leave you to your own devices unless you should choose to call them for assistance of any kind.

The military students who attend training with us customarily wear their uniforms while our civilian students wear comparable civilian attire. You will find our military students here during your stay wearing uniforms without ties and civilian classmates to be wearing mostly open-neck sport shirts and slacks. The school is completely air conditioned so the choice of dress is dependent more on a matter of "comfort within reason" than a matter of temperature. Please feel free to wear either civilian or military attire as you wish. The officers' mess, of course, requires a tie and jacket to be worn after 1900 hours.

Most Sincerely,


LAWRENCE J. SMITH, LtCol, USAF
Commander